



Rebecca Matuszak President • Whitney Warstler Vice President • Susan Serafini Treasurer • Stephen Jukuri Secretary  
Cathy Campbell-Olszewski • Joan Chadde • Karin Cooper • Kim Green • John Kurkowski

## Welcome Letter to Board of Directors Candidates

Dear Prospective Board Candidates,

Thank you for your interest in running for a 3-year term on the Keweenaw Cooperative, Inc. Board of Directors. We appreciate your desire to contribute to the co-op community through board service.

This is an exciting time to serve on the Board of Directors. We moved to our new facility in October 2024. The Board plays a critical role in promoting the new location and recruiting new co-op members. Board members contribute 12 - 15 hours per month which includes preparing for and attending monthly board meetings, serving on at least one Board committee, and other activities, as needed.

The Board operates under a system called Policy Governance, whereby the Board sets the overall operational goals and parameters for management and then monitors their implementation. We focus most of our attention on the big picture and our community: assessing and revising policy in terms of our shared values and priorities, monitoring for significant changes in the fiscal and retail environment, and interacting with co-op owners and the greater community to ensure that the co-op remains positioned to serve our community's changing needs.

Please read the following 2 pages for a more detailed explanation of the responsibilities of board service. To be nominated for the 2025 Board of Directors, all candidates are required to complete an application and attend at least one regular monthly board meeting, no later than March 12, 2025, and a one-hour orientation session. Meetings are held in person (virtual attendance can occasionally be an option) on the second Wednesday of each month from 6 - 8 pm. To request a copy of the monthly board meeting agenda and materials, and to let us know you plan to attend, please contact [nominations@keweenaw.coop](mailto:nominations@keweenaw.coop) by the Monday before the meeting.

If you have any questions or would like to discuss board service in more detail, please contact the Owner & Community Engagement Committee at [nominations@keweenaw.coop](mailto:nominations@keweenaw.coop). We look forward to adding you to our slate of candidates for 2025!



*community-owned & operated since 1973*

## Candidate Application

# Keweenaw Cooperative, Inc.

## Board of Directors

For nomination to 3-year board term: April 2025 to April 2028

**Deadline for Applications:** March 1, 2025

**Last chance for required attendance at a board meeting:** March 12, 2025

### Important Notes:

- Only owners of the Keweenaw Cooperative, Inc. are eligible to apply to become a candidate and run for election to the Board of Directors (BOD). If you aren't an owner already, just sign up! *Talk with someone at the store or visit [www.keweenaw.coop/ownership](http://www.keweenaw.coop/ownership)*
- Candidates must attend at least one monthly board meeting to complete their nomination.
- Candidates must attend a one-hour orientation session.
- Candidates must sign a Director Agreement.
- Information submitted with this application will be published for co-op owners to consider when voting.
- All board candidates will be invited to participate in an online public forum with co-op owners.
- We encourage you to read all accompanying materials about board service expectations and review current policies and bylaws on the co-op website.
- If you have any questions about board service, please direct them to the Owner & Community Engagement Committee at [nominations@keweenaw.coop](mailto:nominations@keweenaw.coop). We'll be happy to talk with you at length about board service, expectations, and responsibilities.

# What Keweenaw Cooperative, Inc. Board Directors Do

- Serve as the link between co-op owners and the General Manager. The Board provides the vision and guidance for the organization.
- Ensures that the co-op is ethically managed by regularly reviewing governance policies.
- Through examination of all fiscal reports, the Board monitors the financial health of the co-op.

## Board Members' Duties and Responsibilities

- A. Read, understand, and uphold the Keweenaw Cooperative, Inc. (KCI) Policies and Bylaws.
- B. Regularly attend Board meetings (not be absent from two consecutive monthly Board meetings and **not miss more than three monthly Board meetings per Board year** (May through April)).
- C. Use meeting materials to become informed and actively participate in board discussions.
- D. Attend all meetings of the General Ownership.
- E. Share in committee and task-force work with other Directors.
- F. Fulfill commitments within agreed-upon deadlines.
- G. Maintain a current knowledge base about the KCI's programs and staff
- H. Be easily accessible to Owners, Staff, and other Board Members, as needed.
- I. Serve as an advocate for KCI.
- J. Disclose conflicts of interest immediately.
- K. Keep confidential information confidential.

## More details:

The Board meets monthly on the 2nd Wednesday of the month from 6:00 - 8:00 p.m. with time for writing welcome letters to new owners from 5:30 - 6:00 p.m., and occasional closed board meetings after 8 pm. Most of the work is done between meetings via email and/or face-to-face meetings that include committee work. Directors contribute an average of 12 to 15 hours monthly. Board Members receive a \$960 per year per diem, distributed quarterly as store credit. The most significant rewards, though, are the ones we find within ourselves. Being part of Keweenaw Cooperative, Inc. is truly amazing, not for the external benefits, but for the sense of purpose, enriching our community, and shared values that it brings into our and others' lives. It's a wonderful feeling to be connected with an organization that aligns with our beliefs and allows us to contribute to the greater good.

To apply for a BOD position, please complete an [Application](#) and the [Director Agreement](#) and email both along with a photo of yourself to:  
[nominations@keweenaw.coop](mailto:nominations@keweenaw.coop)